GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Union Public Service Commission - Conduct of Civil Services (Preliminary) Examination, 2018 on Sunday, 3rd June, 2018 – Nomination of Senior Officers to serve as Examination Observers – Orders – Issued.

GENERAL ADMINISTRATION (SC.II) DEPARTMENT

G.O.RT.No. 1001 Dated: 08-05-2018

Read:-

From the Secretary, Union Public Service Commission, New Delhi, D.O. No.29/1/2018-EIA-I, dated 19.04.2018.

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ORDER:

In the reference read above, it has been informed that the Union Public Service Commission is conducting the Civil Services (Preliminary) Examination, 2018 on Sunday, 3rd June, 2018 at 2556 venues in 72 Centres across the country. In Andhra Pradesh, the examination will be held in Tirupati, Visakhapatnam, Vijayawada and Anantapuramu Centres. It has been requested to nominate Senior Officers to serve as Examination Observers on 3rd June 2018.

2. The following Officers are nominated as Examination Observers for the Civil Service (Preliminary) Examination, 2018 conducting by the Union Public Service Commission on 3rd June, 2018:-

Sl. No.	Name of the Centre	Name of the Officer and designation
1	Tirupati	Sri Siddharth Jain, IAS, Commissioner of Industries.
2	Visakhapatnam	1) Sri K. Ramgopal, IAS, Secretary to Govt., Minorities Welfare Dept.
		2) Sri J. Shyamala Rao, IAS Commissioner of Commercial Taxes.
3	Vijayawada	1) Sri Babu A IAS, VC & MD, APIIC
		2) Dr. P. Laxminarasimham, IAS Special Commissioner, Prohibition & Excise.
4	Anantapuramu	Sri B. Ramanjaneyulu, IAS Secretary to Govt. (RWS & S), Panchayat Raj & Rural Development Dept.

3. A copy of the duties and responsibilities of the Examination Observers, received from the Union Public Service Commission is attached to this Order as Annexure.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
The Officers concerned.
The Collectors & District Magistrates concerned.
Copy to: The Superintendents of Police / Commissioners of Police concerned.
The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi – 110 069.
The PS to Chief Secretary / Secretary (Poll.)
SF.

//FORWARDED: BY ORDER//

SECTION OFFICER (SC)

Annexure to G.O.Rt.No.1001,,GA (SC.II) Dept., dated 08.05.2018

DUTIES & RESPONSIBILITIES OF STATE LEVEL OBSERVER FOR THE CIVIL SERVICES (PRELIMINARY) EXAMINATION. 2018

The role of the Examination Observer is to act as the eyes and ears of the Commission and provide the Commission with an independent assessment of the manner in which the examination is actually conducted. The Observer is also expected to provide active/real time feed-back during the course of the examination to the Coordinating Supervisor of the assigned centre and to inform the Coordinating Supervisor of any important developments or irregularities/deficiencies which may come to notice. The responsibility for the actual conduct of the examination at a given centre lies squarely on the shoulders of the Co-ordinating Supervisor and his/her team of Supervisors/Assistant Supervisors, etc. and the Observer has no formal role or responsibility in that sphere. However his/her inputs and advice would be of great value and utility both to the Coordinating Supervisor of the centre and to the officers/Commission.

2. Some of the important aspects which the Examination Observer is expected to look into and make checks etc. are as follows:-

(i) To observe the law and order arrangements at various sub-centres of the centres and point out deficiencies, if any. In addition, the observer will ensure that suitable arrangements are in place to prevent entry of mobile phones in the examination premises on the day of examination.

(ii) To visit as many sub-centres as is reasonably possible before the start of the morning session, i.e. from 8.45 AM to 9.30 AM, to observe that opening of packets containing Test Booklets is being done properly in the presence of Supervisor/Assistant Supervisor and some invigilators as prescribed in the Commission's instructions. This observation should be done in such a way as not to cause any disturbance or delay to the process, since starting of the examination on time is of paramount importance.

(iii) To inspect the sub-centres during the time the examination is in progress (the morning session from 9.30 AM to 11.30 AM and afternoon session from 2.30 PM to 4.30 PM) in order to see that the examination is being conducted smoothly and that there are no attempts to use unfair means and practices. The Observer should wear the badge showing the designation while carrying out inspection.

(iv) To visit as many sub-centres as is reasonably possible on conclusion of the morning session, i.e. immediately after 11.30 AM and similarly, soon after the completion of the afternoon paper at 4.30 PM to check:-

(a) Whether the process of packing of Answer Sheets is being done properly in the presence of the Supervisor, Assistant Supervisor and some Invigilators (as prescribed in the Hand Book for Supervisors) and;

(b) Whether the Packing and Despatch Certificates are being prepared as prescribed and duly signed on completion of the packing and despatch of scripts by all concerned functionaries at sub-centres.

(v) To make random checks to see that the packed Post Examination sensitive material has been delivered to the designated Post Office by the Supervisors immediately after each session (Forenoon & Afternoon) and not delayed/detained at any of the subcentres.

(vi) On conclusion of the examination, the Observer is required to submit a report to the Secretary, UPSC about the conduct of the examination with a general summing up including suggestions, if any, for further improvement in the conduct of the examination. This report should reach Secretary, UPSC before **10th June, 2018.**

(Vii) The Observer is not to access sensitive material/question papers prior to or during the course of the examination, but must check that all security instructions are being adhered to by all examination functionaries.

(viii) **The Observer may contact the Control Room of the Commission for any clarification etc. Contact details of UPSC Control Room are as follows:-**

Telephone Nos.:- 011-23383052/23382627/23381131/23381132 Fax Nos.:- 011-23384472/23387840, 2338522